

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: EEO & Nondiscrimination	
Policy Number: PRP 18	Standards/Statutes: ARM 37.27.121 : MOM 3-0630(rev. 12/22/00)
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To define the facility compliance with Equal Employment Opportunity and Nondiscrimination.

POLICY: This facility is an equal employment opportunity employer and does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs unless based on a bona fide occupational qualification (BFOQ).

PROCEDURE:

I. The prohibition of discrimination includes that associated with hiring, firing, promotions, compensation, job assignments and other terms, conditions or privileges of employment.

II. Any employee or applicant for employment with this facility who believes they have been subjected to discrimination, based upon any of these factors, may contact the DPHHS EEO Officer and also may contact the Montana Human Rights Bureau and /or the federal Equal Employment Opportunity Commission (EEOC). Jurisdiction varies to address any one of the specific types of discrimination complaint.

III. Harassment of employees, patients, customers and any other person because of their race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs is prohibited.

IV. Employees, patients, customers and any other person shall have a work environment free of these forms of harassment. Other forms of prohibited harassment include, but are not limited to:

V. coercion of employees, patients or customers in the participation or non participation in religious activities; or ethnic slurs, repeated jokes, innuendoes, or other verbal or physical

conduct because of a persons nationality, race, color, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs, if these actions create an intimidating, hostile or offensive working environment.

VI. Any applicant, current or former employee shall be free from any retaliation for opposing unlawful discriminatory practices, filing a discrimination complaint and/or testifying or participating in any other manner in a discrimination proceeding.

VII. Employees are entitled to equal compensation, for men and women, who perform jobs that require substantially equal skill, effort, and responsibility that are performed under similar working conditions. Wage differentials are permitted on factors other than sex; for example, longevity, merit and applicant or employee qualifications.

VIII. The reader is referred to MOM 3-0360 (rev. 12/22/00) for complete details of EEO & Nondiscrimination policy.

IX. Any questions regarding EEO & Nondiscrimination may be referred to the DPHHS EEO Officer or Personnel.

Revisions:

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		Title	Date
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	01/01/02		